

PERSONNEL BOARD MEETING MINUTES

Monday, April 1, 2019 – 6:00 p.m.

Call to Order/Roll Call of Members: **Stephen Dielmann**, Vice-Chairperson; **Angel Maestre**, Member; **Jacqueline Garcia-Roves**, Member; **Oscar De La Rosa**, Member.

PRESENT Stephen Dielmann, Vice-Chairperson; Jacqueline Garcia-Roves, Member; Angel Maestre, Member; Oscar De la Rosa, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

ABSENT

AGENDA

1. Request to approve the minutes of the March 2019 Personnel Board meeting.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations received March 2019.

- | | |
|----------------------|---|
| 1. Yubraham Astorga | Community Development Department – Building |
| 2. Shaun Flynn | Fire Department |
| 3. Ailin Hernandez | Police Department |
| 4. Braulio Hernandez | Police Department |

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

3. Report of Leave without Pay for March 2019.

SO NOTED.

4. Report of Civil Service Appointments for March 2019.

- | | |
|-------------------------|---------------------------------|
| 1. Carlos R. Arencibia | Fire Department |
| 2. Michael L. Bello | Fire Department |
| 3. Scott Grondin | Fire Department |
| 4. Jon P. Underhill | Fire Department |
| 5. Hermogenes J. Lacayo | Fire Department |
| 6. Monika Cabrera | Parks and Recreation Department |
| 7. Bryan Quirch | Parks and Recreation Department |

SO NOTED.

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5. Report of **Resignations** for March 2019.

1. Kenia Fernandez	Community Development Department – Building
2. Greg Bouchard	Fire Department
3. William Godfrey	Fire Department
4. Didier Mompont	Fire Department
5. William Parrott	Fire Department
6. Glen Stiles	Fire Department
7. Fabio L. Escudero	Police Department
8. Anna C. Guerra	Police Department
9. Alejandro J. Mendez	Police Department

SO NOTED.

6. Report of **Maternal/Paternal Leave** for March 2019.

NONE.

SO NOTED.

1. Request to conduct an in-house, non-competitive Civil Service Examination for **Clerk** with the Risk Management Department (*Miguel C. Hernandez Ochoa*).

- a. In-house, non-competitive
- b. 100% Oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of Job Description and resume are attached.

Range 42: \$760 - \$1,418 Bi-weekly.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

7. Request to certify the eligibility list for **Fire Engineer**.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

8. Request to re-certify the eligibility list for **Service Worker**.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

9. Request to certify the eligibility list for **Parks Crew Journeyman**.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

10. Request to certify the eligibility list for **Public Records Coordinator**.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

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11. Request to approve the replacement job description for Electrician Supervisor.

Copy of prior and revised job descriptions are attached.

Range 52: \$1,446 - \$2,962 Bi-weekly.

APPROVED 4-0. Motion by Ms. Garcia-Roves. Second by Mr. Maestre. Passed by unanimous vote.

12. Request to hear Unfinished Business.

NONE.

13. Request to hear New Business.

NONE.

NEXT PERSONNEL BOARD MEETING: Monday, May 6, 2019 - 6:00 PM

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.